



**MEMORANDUM ORDER**  
**No. 13, Series of 2020**

**TO** : ALL CONCERNED

**SUBJECT: REVISED IMPLEMENTING GUIDELINES FOR THESIS AND DISSERTATION GRANT**

**DATE** : February 21, 2020

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**SECTION 1.0 RATIONALE**

The University shall provide thesis and dissertation grant to full-time faculty members and permanent administrative employees after the completion of a graduate degree.

The grant is intended (1) to motivate the University personnel to improve their qualification and sharpen their intellectual skills and scholarship; and (2) to promote within the University the importance of graduate education.

**SECTION 2.0 ELIGIBILITY**

- 2.1 All regular faculty members shall be eligible to receive the thesis and dissertation grant who studied in any:
  - 2.1.1 PUP graduate program with at least Level 3 accreditation status;
  - 2.1.2 University graduate program recognized by CHED and with Level 3 accreditation status;
  - 2.1.3 CHED recognized Center of Excellence/Center of Development.
  - 2.1.4 National University/Center (i.e., University of the Philippines, Mindanao State University, Philippine Normal University, etc.);
  - 2.1.5 Top 1000 universities as determined by Quacquarelli Symonds (QS) Asia/World Ranking; or
- 2.2 All permanent administrative employees shall also be eligible to receive thesis and dissertation grant.
- 2.3 In case of MA thesis grant, the grantee is obliged to present it in any reputable national/international conference and publish it in any WoS/Scopus/ACI-indexed publication/CHED Recognized Journal or any journal recommended by PASUC within two (2) years from the date of graduation before the grant will be awarded.



- 2.4 In case of dissertation grant, the grantee is obliged to present it in any reputable international conference and publish it in any WoS/Scopus/ACI-indexed publication/CHED Recognized Journal or any journal recommended by PASUC within three (3) years from the date of graduation before the grant will be awarded.
- 2.5 In exceptional cases where the MA thesis/dissertation is not yet published within two (2)/three (3) years from the date of graduation, the grant may be awarded provided that certificate of acceptance for publication or any document of the same nature is submitted. However, the grant must be returned if the dissertation will not be published after a year from the date when the grant was released.

### SECTION 3.0 DISQUALIFICATION

- 3.1 A full-time, faculty member or permanent administrative employee who received a simultaneous grant from another institution (government or non-government) is disqualified.
- 3.2 A faculty member or employee who has been awarded a thesis grant may still be eligible for a dissertation grant. However, no faculty employee shall be awarded another grant for a second master's thesis or dissertation.
- 3.3 A full-time faculty member or permanent administrative employee who is writing a thesis or dissertation towards the completion of a degree from a university/college that is verified to be unauthorized to award the degree per the policies, guidelines, and standards of the Commission on Higher Education (for Philippine Universities) or for lack of accreditation or authority from the government or regional accreditation (for foreign universities) is disqualified.
- 3.4 Failure to comply with all the documentary requirements herein set forth is tantamount to outright disqualification.
- 3.5 Applicants whose thesis/dissertation was completed beyond the last two (2)/three (3) years from the date of application shall not qualify for the grant.

### SECTION 4.0 DOCUMENTARY REQUIREMENTS

- 4.1 Letter of application duly endorsed by the applicant's immediate supervisor.
- 4.2 Employment certificate issued by the Human Resource Management Department
- 4.3 At least two (2) copies of the hardbound and one (1) soft copy in a CD of good quality completed thesis/dissertation. The *Polytechnic*

*University of the Philippines* must have been mentioned in the acknowledgment.

- 4.4 Diploma or certification of degree completion.
- 4.5 Affidavit stating among others that the thesis/dissertation was written as a requirement towards the completion of a master’s or doctorate degree and that the same is not written for the completion of a second master or second doctorate degree.
- 4.6 Other documents as may be deemed needed (e.g Certification of verified accreditation of School/University in cases where its reputation is doubtful, etc.).

**SECTION 5.0 PROCESS**

- 5.1 The applicant shall address the letter of application to the University President through the Vice President for Research, Extension, and Development (VPRED) along with all the documentary requirements.
- 5.2 The VPRED, upon receipt of the documents, instructs the Research Management Office (RMO) to assess and evaluate the application as to compliance and completeness of the documentary requirements.
- 5.3 Once an assessment is done, the RMO shall endorse back the documents to the VPRED with a certification that the applicant complied with all the regulations set forth in this Guidelines.
- 5.4 The VPRED shall recommend the approval of the application to the University President.
- 5.5 The President shall decide on the approval of the grant.

**SECTION 6.0 AMOUNT OF GRANT**

The amount shall depend on the graduate level completed which is as follows:

LEVEL	AMOUNT OF GRANT
Master’s Thesis	Php 40, 000
Dissertation	Php 60, 000

**SECTION 7.0 REPEALING CLAUSE**

This set of guidelines repeals all circulars and memoranda that are not consistent herewith.



## SECTION 8.0 EFFECTIVITY

Effective immediately upon approval by the Board of Regents on December 4, 2019.

**(Sgd.) EMANUEL C. DE GUZMAN, PhD**  
*President*

